



United States Postal Service  
Office of Inspector General  
Attn: Human Resources  
1735 N. Lynn Street, 10<sup>th</sup> Floor  
Arlington, VA 22209-2020

## USPSOIG VACANCY ANNOUNCEMENT #07-94

Grade: Journey Band FLSA: Exempt  
Salary: \$30,386 - \$103,220 Arlington, VA  
(Includes Locality Pay)

Position: Multiple located in Arlington, VA

Relocation Expenses Will Not Be Paid

Open: 06/25/07 Close: 07/10/07

\*Career Ladder to GS-13 equivalent at management's discretion

### Auditor

The United States Postal Service Office of Inspector General (OIG) is seeking highly qualified applicants to fill multiple Auditor (Journey Band) positions located in Arlington, VA. Duties consist of performing audits and evaluations of Postal Service operations. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

#### MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in accounting or in a business related field that included or was supplemented by 24 semester hours in accounting; or a combination of education and experience-- at least 4 years of experience in auditing/accounting to include one of the following: 24 semester hours in accounting or auditing courses of appropriate type and quality; a certificate as Certified Public Accountant or a Certified Internal Auditor; completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours

#### DESIRABLE QUALIFICATIONS

- Professional certification(s) and/or an advanced degree(s)
- Work experience in financial and/or performance audits
- Postal Service work experience in areas such as network processing, logistics, human capital, sales & service, contracting, real estates and facilities, security and emergency preparedness

#### EVALUATION FACTORS

- Knowledge of government auditing standards, generally accepted accounting and auditing principles; auditing concepts, methodologies, procedures, analytical techniques, and internal control reviews
- Skills in analyzing various information/problems and presenting findings and recommendations
- Ability to communicate both orally and in writing
- Ability to apply effective project management and work on a team, whether as a team member or leader, to accomplish project objectives and goals

#### ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and a background investigation
- Ability to obtain/maintain a government-issued credit card
- May require up to 50 percent travel

#### TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- Any of the following forms: OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating (if unable to provide, please note reason on a separate sheet of paper)
- A separate, written narrative that describes specific experience (knowledge, skills, and abilities) for each Evaluation Factor (limited to one page per factor)
- Attach a copy of transcript or list of college courses designating semester or quarter hours earned to ensure proper credit
- Evidence of professional certification(s), if applicable

#### NOTE

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: [JOBS@USPSOIG.GOV](mailto:JOBS@USPSOIG.GOV) OR MAILED TO: USPS-OIG, Human Resources 1735 N. Lynn Street, 10<sup>th</sup> Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**



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### Auditor

#### **BASIS OF RATING**

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education and training, that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

#### **REASONABLE ACCOMMODATIONS**

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis.

#### **WHY APPLY WITH THE POSTAL SERVICE OIG?**

- **Flexible Work Schedules!**
- **Flexible Spending – Pre-Tax dollars for Child and Health Care!**
- **Locality Pay for Geographical Area Included!**
- **Pre-tax Dollars for Commuting!**
- **State of the Art Technology!**
- **Pay System that Rewards High Performers!**
- **Thrift Savings Plan with Matching Contributions up to 5%!**
- **Government-Backed Pension Plan!**
- **Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!**
- **Convenient Parking! Near Metro! (For Arlington, VA Location)**
- **On the Top 10 Corporations List in the U.S.!**
- **In the Top 50 Corporations for minorities and women!**

Job Line Number:  
1-888-OIG-HIRO  
1-888-644-4470  
DC Relay Service:  
202-855-1234 (TTY)  
Or Visit our website:  
[www.uspsoig.gov](http://www.uspsoig.gov)

AN EQUAL OPPORTUNITY EMPLOYER